


SUMMARY 7-11 OCTOBER 1946

1. Arranged and attended ICAPS meeting on BEI (WIR) at which draft was approved. This draft was forwarded to agencies with invitation for a meeting at 1430 18 October to concur or revise before publication. ✓

2. Arranged a personnel and administrative meeting of CIG, Army, and Navy personnel on details incident to CIG operation of the Washington Document Center.

3. Prepared fourth draft of Coordination of Biographical Intelligence and arranged meeting at which agency representatives approved same for submission to IAB. The provision for the maintenance by CIG of a Central Biographic Reference File was stricken from the document with the understanding that this question would be submitted separately to the IAB by the Director. ✓


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SUMMARY 14-18 OCTOBER 1946

1. Final draft of Coordination of Biographical Intelligence was prepared and forwarded to the IAB for consideration at their next meeting.
2. Present and presided at meeting of agency representatives re approval of draft of "NIR for China Area". Part I thereof was approved in principle but dropped from the agenda pending direct arrangement between CIG and State Department. Part II was approved with minor revisions. Part III was approved provided an explanatory paragraph be added explaining the use of this portion of the document. A meeting of small working group was called for 1430 23 October to give final concurrence and approval before submission to IAB.
3. Followed up in conjunction with Captain Watts on previously planned procedure to prepare letters to Secretaries of War and Navy definitely stating personnel requirements which must be met by their departments if JAB request to have CIG take over WDC could be honored.

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11 - 15 NOVEMBER 1948

SUBJECT: Weekly Report

I. Projects carried over from previous week:

1. Coordination of Agency Directives for Biographic Plan
 - a. Meeting arranged with agencies for 1430, 18 November.
 - b. ICAPS Directive to ORE, OCD, and P&A to implement CIG Directive 16, prepared and forwarded.
2. SDS at Baltimore - obtained permission from G-2 to visit on 19 November with Colonel Perry and Major Hartel to consider advisability of taking over (as requested by General Chamberlin).
3. NIR China - attended meeting under chairmanship of Colonel Sands at which NIR were allocated to various agencies for collection. The latter is preparing directive.
4. Washington Document Center - awaiting reply from Secretary of War.

II. Projects planned but not yet initiated:

1. NIR Middle-East
2. NIR Korea
3. NIR Global (?)
4. Directive to ORE and OCD to have Librarian and Business Machine expert prepare study on CIG and interagency filing system and reporting manual. (Hold awaiting arrival of key personnel).

III. Projects initiated during week reported on:

1. None

IV. Projects Completed during week reported on:

1. None

V. Projects expected to be completed during coming week:

1. Coordination of Agency Directives for Biographic Plan.
2. NIR - China

VI. Projects expected to be carried over to following week:

1. SDS at Baltimore
2. NIR Middle-East
3. NIR Korea
4. Directive to ORE and OCD to have Librarian and Business Machine expert prepare study on CIG and interagency filing system and reporting manual. (Hold awaiting arrival of key personnel).

18 - 22 NOVEMBER 1946

I. Projects carried over from previous week:

1. Coordination of Agency Directives Implementing Biographic Plan.
 - a. Meeting held 18 November 1946. It was agreed to revise Summary Report Form to contain more factual data - agencies to send directives to field on 1 December - directives to be effective 1 January 1947 or upon receipt.
2. SDS at Baltimore
 - a. Visited this agency in company with Col. Perry. Complete report is pending study of GMDS in Pentagon.
3. Collection Plan for NIR-China.
 - a. Final meeting held. Upon telephone clearance of this plan by each agency, CIG will publish NIR-China.
4. Washington Document Center.
 - a. Prepared memo to Secretary of War informing him DCI will accept this responsibility. (Personnel ceilings were raised as requested by the WD).
 - b. Prepared memo from Director to ORE announcing policies for WDC in regard to Allied Force personnel.
 - c. Now awaiting written memo from Secretary of the Navy.

II. Projects planned but not yet initiated:

1. NIR-Middle-East
 - a. To be initiated as soon as NIR China is published. This to be handled by ORE with ICAPS member to follow the project and attend meetings.
2. Directive to ORE to have Librarian and business machine expert prepare study on CIG and interagency filing system and reporting manual.

III. Projects initiated during week report on:

1. None